

Instructions for Completing Educational/Scientific Waiver of Entrance Fees Aztec Ruins National Monument

If you represent an educational or scientific institution, you may be eligible for a waiver of entrance fees for adults over 16 years in your group (children 16 and under are free). To apply for an educational fee waiver, Title 36, Code of Federal Regulations, section 71.13(d) requires that **you provide the following documentation TWO WEEKS PRIOR to your park visit. Failure to do so may require charging the entrance fee for the group:**

1. **A statement as to the specific purpose of the visit**, what it entails, and how it relates to the resources of Aztec Ruins National Monument. Write your detailed statement on the reverse side of this form under "Purpose of Visit."
2. Copy of the course **curriculum** relating to your park visit.
3. **Completed application** form on the reverse side.
4. **Documentation of your Official Recognition as an Educational or Scientific Institution** by a federal, state, or local government body. Generally, the governmental body is one that is responsible for educational/accreditation activities.

Indicate which item you are submitting with this application to satisfy #4 above:

- ☐ **Official Recognition** as an educational institution by a federal, state, or local government. Documentation of this recognition must be on institutional letterhead and must be signed by the head of the institution or department. This recognition must be provided by the governing agency charged with the administrative supervision of the institution.
- ☐ Documentation for groups who have been granted **Educational Tax Exemption** by the Internal Revenue Service. Bona fide educational or scientific institutions qualify for fee waiver exemption. **Official Documentation** of such exemption must accompany this request. (An IRS determination that you are a non-profit organization is **not** sufficient to fulfill this requirement.)
- ☐ Documentation from non-school groups or organizations **Officially Recognized** by a school or scientific institution for purposes of providing educational credit hours or continuing education based on a specific course of instruction would qualify. Official documentation of such recognition must accompany this request.
- ☐ Documentation from educational institutions which for religious or philosophical reasons choose not to be accredited by State educational systems, but whose graduates can be accepted by educational institutions based on curriculum achievement, scholastic aptitude, etc. qualify as an educational group. Government accreditation is **not** required. Documentation can consist of a letter from the state or local governmental body attesting to the legitimacy of the school or institution.

Mail the completed application and supporting documentation to: Superintendent, Aztec Ruins National Monument, #84 County Road 2900, Aztec, NM 87410. Please phone (505) 334-6174 x28 if you have any questions. We will return a copy of the approved or disapproved application prior to your visit.

**Application for Educational/Scientific Waiver of Entrance Fees
Aztec Ruins National Monument**

Name of educational institution sponsoring tour: _____

Mailing address: _____

_____ Phone #: _____

Official in charge of group: (Name and Title) _____

Number of students: _____ Number of adult sponsors: _____

Date and time of visit: _____

Purpose of Visit: Statement of the educational and/or scientific objectives which are to be accomplished through this visit, and how this visit specifically relates to Aztec Ruins resources (include a copy of course curriculum)

CERTIFICATION: "I hereby certify that the above organization is officially recognized as a bona fide educational or scientific institution by a federal, state, or local government body and that the facts provided herein are true and accurate to the best of my knowledge and are submitted for the explicit purpose of obtaining a waiver of entrance fees. I am providing documentation pertaining to the organization's status as an educational institution as requested on the reverse of this form, as well as the course curriculum related to this visit."

Signature of Applicant

Date

IMPORTANT: Please see reverse of application for instructions on additional documentation needed to apply for fee waiver.

FEE WAIVER APPROVED: _____

DISAPPROVED: _____

Superintendent

Date